Overview

- Include requisites based on a variety of conditions including: Academic Level, Academic Program, Academic Plan, Academic Sub Plan, Academic Standing, Student Group and Course Pre-requisites and Co-requisites.
- Can be set up at the Schedule of Classes level in the Class Associations component or used for reserve capacity portions of classes.
- Can be attached to courses in the Course Catalog.
- Multiple course offerings can use the same enrollment requirement group or different ones.
- To create an enrollment requirement group, you will actually go into "setup" to update a table in SIS.

Steps

Create an Enrollment Requirement Group for Pre-/Co-requisite Classes

1. Navigate to: Curriculum Management > Enrollment Requirement > Enrollment Requirement Groups.
2. Click Add a New Value.
3. Leave the Requirement Group field zero-filled. SIS will assign a sequential Requirement Group ID when the page is saved.
4. Click Add.

![Course Requisite Form](image-url)
Student Records
Create an Enrollment Group (Pre and Co-Requisite)

1. Enter "01/01/1901" in Effective Date.

2. Enter Status. Select "Active" when adding a new enrollment requirement group. Select "Inactive" if your institution will no longer be using this enrollment requirement group.

3. Enter Description.

4. Enter Short Description.

5. Enter Long Description. This long description is important because it will be the description students see in self service when they are not able to enroll into the course.

6. Report Description and Report Long Description are copied from Description and Long Description put can be changed to different values if you want the ERG to show different descriptions when you run a Requirement Group Report.

7. Review Academic Institution. The system populates this field by default. Value can be overridden. This is a required field.

8. (Optional) Enter Academic Group. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.

9. (Optional) Enter Subject Area. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.

10. (Optional) Enter Catalog Nbr. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.

11. Enable Catalog Print will default to selected/checked.

12. (Optional) Click on the Requisite Parameters tab.
Student Records
Create an Enrollment Group (Pre and Co-Requisite)

1. Enter “Minimum GPA” to indicate the overall minimum GPA for classes that are selected to meet this requirement. This uses the program GPA for its calculations.

2. Enter “Minimum Units” to indicate the total minimum units for classes that are selected to meet this requirement.

3. Enter “Minimum Courses” to indicate the total minimum courses to meet this requirement.

4. Enter “Min Grade Points/Unit” to indicate the minimum grade points that are required for any individual class that is selected to meet the requirement. (The system uses the minimum grade points per unit value as a filter in the requisite checking process and includes a student’s in-progress work as counting toward the minimum.)

5. For enrollment requirement groups with more than one Requisite Detail line, select the appropriate Connector Type. The connector type indicates whether the student must meet all of the requirement line detail conditions (AND) or whether the student only needs to meet one of the requirement line details (OR). This value is used as the connector default on the Requisite Detail page when rows are inserted.

6. Click on the Requisite Detail tab.

1. Enter “Course” in Group Line Type. This indicates a course the student must have taken. SIS will display fields appropriate to “Course”.

2. Enter the Report Description and Report Long Description you want to show when you run a Requirement Group Report. (This is not visible to the student but it is visible in the enrollment requirement summary page.)

3. Enter Requisite Type. Enter “Co-Requisite” or “Pre-Requisite”. A pre-requisite is something that a student must complete before the start date of the desired class. A co-requisite is something that a student can complete prior to or at the same time as the desired class.

4. Enter Course ID.
5. (Optional) Select **Include Equivalent Courses**. Courses that are equivalent to the selected course can be used to satisfy this requisite. If you select **Include Equivalent Courses**, the following fields become unavailable: **Term**, **Associated Class** and **Topic ID**.

6. (Optional) Enter **Term**. Enter the term the student must take the course you specify in order for the course to be used in this enrollment requirement group. If you leave this field empty, all values will be returned.

7. (Optional) Enter **Associated Class**. Only available if you select a term.

8. (Optional) Enter **Topic ID**. Enter the topic ID (of the course that you specify) that the student must take for the course to be used in this enrollment requirement group. This field prompts from the topics defined in the course catalog. Leave this field blank to return all values.

9. If necessary you can add a new row and repeat the steps in this page for another course to be added to the requirement.

10. (Optional) Click the **Requisite Detail Parameters** tab.

The parameters in this page pertain to the individual course that was selected in the previous tab; they are not part of the entire requirement group.

1. Enter the "**Minimum units**" that are required for the course or the wildcard course for this requisite detail line.

2. Enter the "**Minimum units/course**" value to indicate the minimum number of units that a single course must be worth to be evaluated. (For example, if you set this to 3, the system picks up only courses that are worth three units or greater. If the system finds a course on the student's record that matches the course on the Requisite Detail page, but it is only two units, the course will not be used to meet the requisite).

3. Enter the "**Minimum courses**" that are required of the course or wildcard course that you specify. (For example, if you set this to 2, the system looks for at least two courses of the course or wildcard course that you specify. When the system finds at least two courses that match your requisite detail line, the requisite is satisfied).
4. Enter the “Minimum grade points/unit” that each course must have to be used to satisfy the course requisite. (For example, if you set this to 7, then each course must be a grade C or greater to be evaluated .7 × 3 units = 2.1, or a grade of C).

5. Enter the “Transfer Level Allowed” value that indicates what type of transfer credit (if any) is acceptable. Your choices are:
   - **Always Allow**: All applicable transfer credit can be used to satisfy the requisite. *(Default Value)*
   - **Never Allow**: Transfer credit can never satisfy the requisite.
   - **Two Year Institution Only**: Only transfer credit from two-year institutions can be used to satisfy the requirement.
   - **Four Year Institution Only**: Only transfer credit from four-year institutions can be used to satisfy the requirement.

6. Select the “Requirement designation” that each course for this requisite detail line must possess to be evaluated. For example, if you specify a wildcard course list of ARCH 4## on the Requisite Detail page, then specify a requirement designation of DSGN on the Requisite Detail Parameters page. Only ARCH 400 - level courses that have a designation of DSGN (with a grade of Satisfied) meet this requisite.

7. Enter “Valid Begin” and “Valid End” dates to specify the date range when the courses must be taken to satisfy the requisite. Leaving these fields blank means that it does not matter when the courses are taken. When the system compares the date range, it uses the start and end dates of the term in which the course was taken. For transfer courses, the system uses the start date and end date of the articulation term.

8. “Course must be GPA material”. Select this check box to require that courses evaluated for this requisite must be applied toward the student's career GPA calculation. For instance, any courses that a student took for a pass/no pass grade basis would not be evaluated, as typically this grade basis does not have the Include in GPA check box selected on the Grading Scheme Table page.

9. “Test Credit is Allowed”. Select this check box to allow test credit courses to be evaluated.

10. “Other Credit is Allowed”. Select this check box to allow other credit courses to be evaluated.

11. “Exclude In-Progress Credit”. If the course that the student takes to satisfy this requisite must be fully graded for the system to consider it valid, select this check box. If this check box is left cleared, the system will include in analysis and pass all parameters any non-graded courses, as well as any graded courses that have the In-Progress flag turned on (such as incomplete courses), and that match the course ID or wildcard course on the Requisite Detail page.

12. Click ![Save button](image).

**Note:** The Requirement ID number then needs to be attached to a Course Catalog or Class Association entry. If more than one ERG exists for a course, notify SES to have the enrollment requirement group added to the Course Catalog.